

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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December 7, 2004

FROM: JERRY L. HARPER, Chief Probation Officer
Probation Department

**SUBJECT: RESTORATION OF POSITIONS AND APPROPRIATION INCREASE FOR
RECRUITMENT AND TRAINING**

RECOMMENDATION:

1. Authorize the restoration of position 13142, classified to Supervising Probation Officer, Specialized Peace Officer Unit, R63 (\$57,554-\$73,549).
2. Authorize the restoration of position 73656, classified to Probation Officer III, Specialized Peace Officer Unit, R57 (\$49,691-\$63,482).
3. Authorize the restoration of position 77507, classified to Background Investigator, Technical & Inspection Unit, R45 (\$36,358-\$46,446).
4. Authorize the Auditor/Controller-Recorder to increase appropriations and revenues in the amount of \$786,497 in the Probation Department's FY 2004-05 budget as outlined in the Financial Impact section (4 votes required).

BACKGROUND INFORMATION: During the preparation of the FY 2004-05 budget, and as a result of the anticipated loss of Temporary Assistance for Needy Families (TANF) funding to the Department at that time, several positions related to recruitment and training were eliminated. When the state budget was adopted, TANF funding in the amount of \$4,286,497 was restored for eligible needs. As a result, the Board approved a decrease in general fund allocations to the Probation budget, in the amount of \$3,500,000, which was no longer needed to backfill the loss of TANF.

The Department is now seeking approval to increase revenue and appropriations for the remaining \$786,497. Restoration of the three (3) positions indicated above will ensure the expeditious hiring of vacant positions, provide for mandated training of staff, and reduce liability through compliance measures. The balance of TANF revenue, in the amount of \$638,135, will be used by the Department to fund various mid-year CIP's that will be submitted for review and approval.

Approval of Recommendation No. 1 would restore one Supervising Probation Officer position responsible for coordination of all Department policies and procedures, to ensure compliance with state and federal guidelines.

Approval of Recommendation No. 2 would restore one Probation Officer III position to conduct training, internal affairs investigations and background investigations for personnel within the Department.

Approval of Recommendation No. 3 would restore one Background Investigator position dedicated solely to conducting essential background investigations for all potential new hires.

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RESTORATION OF POSITIONS AND APPROPRIATION INCREASE FOR RECRUITMENT AND
TRAINING**

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Approval of Recommendation No. 4 would approve an increase in appropriations in PRB and an increase in revenue in PRN, thereby shifting local cost, in the amount of \$148,362, to fund the prorated cost of the positions through June 30, 2005. It would also approve an increase in appropriations in Operating Transfers Out, in the amount of \$638,135, to fund approved capital improvement projects.

REVIEW AND APPROVAL BY OTHERS: This item has been reviewed and approved as to legal form by County Counsel (Jean-Rene Basle, 387-5477, Deputy County Counsel and Dawn Stafford, 387-5471, Deputy County Counsel) on November 22, 2004; Human Resources (Diane Ure, 387-5571, Human Resources Division Chief) on November 22, 2004; and the County Administrative Office (Valerie Clay, 387-5410, Deputy Administrative Officer and Laurie Rozko, 387-8997, Administrative Analyst) on November 30, 2004.

FINANCIAL IMPACT: There is no additional local cost impact related to this item. All costs associated with these positions will be funded by the restoration of TANF funding from the state. The ongoing annual cost for the three (3) positions is \$257,160 and will be included in the Department's FY 2005-06 budget. Should funding be decreased or eliminated, the incumbents will be assigned to vacant funded positions or laid off. Approval of this item would authorize the Auditor/Controller to increase appropriations and revenue as follows:

Fund	Dept	Org	Appr	Obj	Description	Increase (Decrease)
Appropriations						
AAA	PRB	PRB	100	1010	Salaries and Benefits	\$ 148,362
AAA	PRN	PRN	530	5030	Operating Transfers Out	\$ 638,135
Revenue						
AAA	PRN	PRN		9010	Federal Aid to Children	\$ 786,497

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Mel Rinewalt, Deputy Chief Probation Officer, 387-5855

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